



## EMPLOYMENT OPPORTUNITY

Vacancy Announcement No. 06-016

### THE EXPORT-IMPORT BANK OF THE UNITED STATES

The Official Export Credit Agency of the United States Government

**Opening Date:** 04/18/06

**Closing Date:** 05/01/06

**Title, Series, Grade:** Policy Analyst, GS-343-11/12  
(Note: Position may be filled through Announcement Number 06-015)

**Area of Consideration:** All Sources

**Location:** Policy and Planning  
Policy Analysis Division  
Washington, D.C.

**Full Performance Level:** GS-13

**Salary Range:** GS-11: \$54,272 - \$70,558  
GS-12: \$65,048 - \$84,559

**Relocation Expenses are NOT Authorized**

**United States Citizenship Required**

#### **Retirement and Benefits Information:**

This position is covered by the Federal Employee Retirement System (FERS), or the Civil Service Retirement System (CSRS), depending on the status of the selectee. Both systems allow the selectee to participate in the Thrift Savings Plan (TSP), which is a 401(k) type plan. Both FERS and CSRS are defined-benefit retirement plans created by law and backed by the full faith and credit of the U.S. government. The selectee can also participate in health insurance, group life insurance, flexible spending account for health and/or dependent care, long term care insurance, and the Bank's transportation subsidy program.

**Summary of Duties:** The Export-Import Bank of the United States ("Ex-Im Bank"), an independent Federal agency of approximately 400 employees, is the official Export Credit Agency of the United States government. The agency provides loan guarantee, credit risk insurance, and loans to U.S. exporters, which helps to sustain jobs for many U.S. workers.

The primary responsibility of the Analyst is to review and assess the effectiveness of Ex-Im Bank's programs and policies in terms of advancing Ex-Im Bank's mission. Specifically, the analyst will assess programs and policies from the standpoint of supporting U.S. employment and whether the Bank's programs and policies are competitive with programs and policies offered by foreign export credit agencies.

The analyst will have primary responsibility for analyzing the economic impact of Ex-Im Bank transactions where the foreign buyer will establish or expand production of an exportable good. The analysis will consider applicability of trade measures (antidumping and countervailing duties), global supply and demand for the project's output and the net impact of the transaction on the U.S. trade balance.

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### ELIGIBILITY REQUIREMENTS

**Basic Qualifications:** Eligibility for this position will be based upon a clear demonstration that the applicant has experience of the scope and quality sufficient to effectively carry out the duties of the position. For GS-11/12: Applicants must have 1 year of specialized experience equivalent to at least the next lower grade level.

**SPECIALIZED EXPERIENCE:** is any experience that is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Experience may have been gained in such work as: performing analyses on industrial sectors to determine the extent and nature of the market for a given product, working on issues associated with U.S. trade measures such as antidumping, countervailing duty and Section 201 determinations, working as part of a multifaceted/divisional/interagency team to develop a consensus position, and experience in conducting analyses of a technical nature for which public policy considerations are relevant.

**Evaluation Method:** Applicants who meet the eligibility requirement will be further evaluated to determine the extent to which they possess the Knowledge, Skills and Abilities (KSAs) listed below. This score will determine if an applicant is referred for possible interview. Applicants should prepare a concise narrative addressing EACH of the KSAs listed below. Indicate how your experience and/or education provided you with that KSA (i.e., describe relevant (i) specific assignments (including identifying the issue or problem that was the objective of the assignment, your level of responsibility, and the results achieved) or (ii) specific coursework). Responses must be separate from the application form.

### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of or experience working in the area of economics or public policy.  
**MANDATORY**
2. Ability to work on an inter-agency, and inter-divisional or a cross-cutting team on an analytical project related to public policy issues inherent in international trade and finance, export finance, political risk insurance, and/or currency markets.
3. Skill in oral and written communications that explain complex issues and problems through in-depth research to determine broad industry trends that may impact an agency's policies, procedures and/or programs.
4. Skill in using a personal computer utilizing Microsoft Word, PowerPoint, Excel and Access.

### APPLICATION PROCEDURE

**How to Apply:** Applicants must provide detailed evidence of the possession of the KSAs on a separate sheet of paper. *All application materials must be received by the closing date of this announcement and sent to: Office of Human Resources, 811 Vermont Avenue, NW, Rm. 771, Washington, D.C. 20571. Applicants are encouraged to fax or e-mail application materials given the delays encountered with mail delivery. Applications may be faxed to (202) 565-3627 or emailed to [jobapps@exim.gov](mailto:jobapps@exim.gov).*

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**ALL STATUS CANDIDATES WHO WISH TO BE CONSIDERED UNDER BOTH MERIT PROMOTION AND COMPETITIVE PROCEDURES MUST SUBMIT TWO COMPLETED APPLICATIONS. WHEN ONLY ONE APPLICATION IS RECEIVED, IT WILL BE CONSIDERED UNDER MERIT PROMOTION PROCEDURES ONLY.**

**Mandatory Submission for All Applicants:** Applicants must submit the following:

1. Form OF 612, "Optional Application for Federal Employment," accessible at [http://opm.gov/forms/pdf\\_fill/of612.pdf](http://opm.gov/forms/pdf_fill/of612.pdf); **OR**
2. A resume or other application format of applicant's choice;
3. Supplemental Statement addressing the KSAs; **AND**.
4. **Current and former Federal employees only:** Notification of Personnel Action (SF-50), verifying current or previous competitive status and highest grade held.

**Regardless of which application form is submitted, it must include the information listed below or the applicant may not receive further consideration:**

- |   |  |
|---|--|
| a. Announcement number, title, and grade(s) of the job for which applying;  | related to the position for which applying, job title (include series/grade if Federal position), employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), number of hours per week, salary, duties and accomplishments, and indicate whether current supervisor may be contacted; |
| b. Full name, mailing address (with zip code), and day and evening phone numbers (with area code);  |  |
| c. Social Security Number and Citizenship;  |  |
| d. Veteran's preference, if eligible  |  |
| e. Highest Federal civilian grade held, including series and dates held;  | i. Job-related training courses (title and year);  |
| f. High School – name, city, state and zip code, and date of diploma or GED;  | j. Job-related skills, for example foreign languages, typing speed, computer software proficiencies;   |
| g. Colleges and Universities – name, city, state with zip code, major(s), type and year of any degree(s) received (if no degree, show total credits earned and indicate whether semester or quarter hours); | k. Job-related current certificates and licenses;  |
| h. Work experience – including the following information for paid/unpaid work: experience   | l. Job-related honors, awards, and special accomplishments, such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.  |

**If applicable, also submit the following:**

1. Displaced eligibility proof, that is, a Reduction-In-Force Separation Notice, Reduction-In-Force Notification of Personnel Action (SF-50), or official notification from OPM or agency notice documenting special selection priority status (**MANDATORY SUBMISSION FOR ALL DISPLACED APPLICANTS**).
2. Notification of Personnel Action (SF-50), verifying current or previous competitive status and highest grade held (**MANDATORY SUBMISSION FOR ALL STATUS AND REINSTATEMENT APPLICANTS**).
3. Form DD-214, "Certificate of Release or Discharge From Active Duty," if claiming 5-Point veterans' preference.
4. Form SF-15, "Application for 10-Point Veterans' Preference," if claiming 10-Point veterans' preference, plus the proof required by the SF-15.

## **EMPLOYMENT OPPORTUNITY**

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**Required Prior to Employment:** Form OF 306, "Declaration for Federal Employment."

**Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP):** Displaced employees must meet the following definition of well-qualified:

Well-qualified employees are those who satisfy all education, experience, and KSA factors for this vacant position. Well-qualified employees are those who meet the above average level range of a three level or four level crediting plan for all KSA factors.

In addition, any well-qualified displaced employee must meet the eligibility criteria set forth below. He or she must:

1. Be a displaced employee;
2. Have a current (or a last) performance rating of record at fully successfully or equivalent;
3. Apply for a vacancy that is (i) at or below the grade level from which the employee is being or may be separated; and (ii) does not have greater promotion potential than the position from which the employee is being or may be separated;
4. Occupy a position in the same local commuting area of the vacancy;
5. File an application for a specific vacancy within the time frame stated on the vacancy announcement;
6. Provide proof of eligibility, that is, a Reduction-In-Force Separation Notice, Reduction-In-Force Notification of Personnel Action (SF-50), or an official notification from OPM or agency documenting special selection priority status.

#### **Other Information:**

1. Applications will not be accepted if submitted via United States Government postage-paid envelopes.
2. Investigations and clearances must be satisfactorily completed to remain in the position.
3. One year probationary period is required.
4. U.S. Citizenship is required.
5. The Bank is a drug-free work place. Many Bank positions are Designated Testing Positions subject to random, periodic testing to ensure the Bank remains a drug-free work place.

The Bank provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at (202) 565-3300 or (202) 565-3729 (TTY). THE DECISION TO GRANT REASONABLE ACCOMMODATIONS WILL MADE BE ON A CASE-BY-CASE BASIS.

### **THE EXPORT-IMPORT BANK OF THE UNITED STATES IS AN EQUAL OPPORTUNITY EMPLOYER**

**All applicants will receive consideration without regard to race, religion, color, national origin, sex, disability, political affiliation, age, or any other non-merit factor.**